

VOCA General Crimes Grant

Victims of Crime Act

APPLICATION FOR FFY 2005 FUNDING

Funding Period: January 1, 2006 - September 30, 2006

Application Due: Wednesday, November 30, 2005

Administered by the
**Office of Crime Victims
Advocacy**



Office of Crime Victims Advocacy
906 Columbia St. SW
P.O. Box 48304
Olympia, WA 98504-8304



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Application Due: November 30, 2005

**NO APPLICATIONS WILL BE ACCEPTED AFTER NOVEMBER 30, 2005
WITHOUT PRIOR WRITTEN APPROVAL FROM THE VOCA PROGRAM MANAGER**

This application is available in both PDF and Excel formats on
OCVA's web page at: www.ocva.wa.gov

This project is supported by a FFY 2005 Grant awarded by the Office for Victims of Crime, U.S. Department of Justice. Points of view in this document are those of the author, and do not necessarily represent the official position or policies of the U.S. Department of Justice.

FFY 2005 VOCA GRANT APPLICATION

The VOCA Grant Application includes the following:

- VOCA Application Cover Sheet
- Attachment A – Meeting Sign-In Sheets from Each of the VOCA Regional Planning Meetings.
- Attachment B – Memorandum of Agreement. This document must be customized for your region and signed by all agencies, organizations, or individuals participating in the VOCA Crime Victim Service Center.
- Attachment C – Services to Victims of General Crimes
- Attachment D – Accessible and Appropriate Services
- Attachment E – Comprehensive Services in All Areas of the VOCA Region
- Attachment F – Volunteers
- Attachment G – Program Budget Detail Worksheet
- Attachment H – Budget Narrative
- Attachment I – Program Match Detail Worksheet. All agencies, organizations, or individuals contributing match must sign this document.
- Attachment J - Assurances
- Attachment K – Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Attachment L – Equal Employment Opportunity Plan
- Attachment M – National Historic Preservation Agreement
- Attachment N – Checklist for FFY 2005 VOCA Grant Application. This checklist must be reviewed, marked, and submitted with the complete VOCA Grant Application.

Please send one unbound original and one copy of your completed application to OCVA:

Office of Crime Victims Advocacy
906 Columbia Street SW, PO Box 48304
Olympia, Washington 98504-8304
800-822-1067 phone ocva@cted.wa.gov email

To the attention of the OCVA program coordinator serving your VOCA geographic region:

Anita Granbois, VOCA Regions: One, Three, Six, Nine, Eight, and Twelve
Chris Fenno, VOCA Regions: Two, Four, Five, Eleven, and Thirteen
Grace Call, VOCA Regions: Seven and Ten

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I. Introduction

In 1984, the Victims of Crime Act (VOCA) established the Crime Victims Fund (Fund) in the U.S. Treasury and authorized the Fund to receive deposits of fines and penalties levied against criminals convicted of federal crimes. This Fund provides the source of funding for carrying out all of the activities authorized by VOCA.

Each year, the Office for Victims of Crime (OVC) makes annual VOCA crime victim assistance grants from the Fund to states. The primary purpose of these grants is to support the provision of services to victims of crime throughout the Nation. For the purpose of this application, services are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after a victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety and security such as boarding-up broken windows and replacing or repairing locks.

The VOCA Grant is awarded to communities by the Department of Community, Trade, and Economic Development's Office of Crime Victims Advocacy to support Crime Victim Service Centers in their advocacy efforts to

victim/survivors of assault, burglary, child abuse, drunk and drugged driving, homicide, identity theft, kidnapping, property crimes, and others.

This application details the process to procure funding from the Washington State VOCA Formula Grant for victims of general crimes, a component of the Victims of Crime Act (VOCA).

For the purpose of this application, a crime victim is a person who identifies that s/he has suffered physical, financial, or emotional harm as a result of the commission of a general crime. General crimes may include, but are not limited to: assault, burglary, child abuse, drunk and drugged driving, homicide, identity theft, kidnapping, property crimes, and others. Services to victims of domestic or sexual violence are not eligible through this application.

This formula grant application provides funds to thirteen service regions (Appendix A) in Washington to create Crime Victim Service Centers through collaboration and teamwork at the local level. OCVA recognizes that victims are best served when the core advocacy services: 24-hour crisis intervention, legal advocacy, systems advocacy, and information and referral are available statewide to victims of general crimes.

I(A). Services to Victims of DV/SA

VOCA funds to support services to victim/survivors of sexual and domestic violence are distributed independently of this application. This application will only fund services to victims of crimes that are not domestic or sexual violence. The funds distributed through this application are not intended to supplant the existing sexual assault and domestic violence VOCA distribution plans. It is not uncommon that victims of domestic or sexual violence are also victims of general crimes. It is expected, however, that when victim/survivors present to a Community Sexual Assault Program (CSAP) or to the local domestic violence service provider that each victim/survivor receive comprehensive services or appropriate referrals for those issues directly related to the domestic and sexual violence incident(s).

I(B). Key Goal of the VOCA Grant

The goal of the VOCA Grant is to support basic intervention and crisis services to victims of general crimes through the funding of regional Crime Victim Service Centers.

I(C). Crime Victim Service Centers

The Crime Victim Service Centers are intended to meet the needs of victims of general crimes

in the State of Washington. Crime Victim Service Centers may look different in each region. In one region, a Service Center may be a coalition of service providers who link resources to make comprehensive, culturally appropriate services available to crime victims within their region—more of a "virtual center". Meaning, the Center is not a physical location, but a collaborative effort among service providers within a region to provide comprehensive services to victims of general crimes. In another region, an existing organization may be interested in becoming a Victim Service Center and expand its mission to include serving victims of general crimes.

The idea behind calling these collaborative relationships a Center is to build an identity and structure for service delivery to general crime victims. A Crime Victim Service Center logo may be one way to reinforce the Center concept. The logo would provide a visual way to identify all affiliated service providers. Each service provider that is part of the collaborative effort could use the logo in a variety of ways. It could display the logo at its facility, print the logo on brochures, or use it as a part of a phone book listing. The logo could also help police, courts, and other service providers know where to refer crime victims for services. The logo might also help victims to locate available services.

Regardless of the organizational structure, the Crime Victim Service Center will be a collaborative and regional effort to ensure the availability of both immediate and sustained support for adults, adolescents, and child victims of general crimes.*

The regional concept provides an infrastructure to deliver services for victims of general crimes. The regional concept encompasses the values of continuity, preserving resources within a community, and providing predictable funding.

This application will ask each region to explain how they will develop a Crime Victim Service Center and how they will work with others within the region to ensure the availability of both immediate and sustained support for adults, adolescents, and child victims of general crimes.

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| I(D). Crime Victim Service Center Principles |
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The following four principles will guide the development of Crime Victim Service Centers (CVSC). A regional Center must be:

- Victim-centered. Victim-centered means that the best interests of each victim are at the forefront of the CVSC mission. When a CVSC is victim-centered, each victim's needs take precedence over system needs and each victim chooses what s/he needs.
- Available to provide services to victims whether or not they report the crime to state or federal law enforcement.
- Available to provide services to victims whether or not the case is being prosecuted.
- Accessible and appropriate in all services. This means that services are offered in spaces that are accessible and appropriate for those with disabilities, translation and interpretation services are available 24-hours/day, and the capacity of the CVSC is representative (on all levels) of populations in the region.

As long as a service provider adheres to these principals, they can participate in the Crime Victim Service Center and the community plan. The goal is for the Service Center to be a collaborative effort that reflects the needs of victims of general crimes and the outlined strategies for meeting these needs within the region.

* In this application, children are defined as those less than 13 years old and adolescents are those 13 years-17 years old. Mandatory reporting laws still apply to both groups, but services may look different. Please consider the unique needs of each of these populations.

II. Community Participants

II(A). Participants

This grant requires that all members of the community who wish to participate in the planning process be allowed to do so. The Office of Crime Victims Advocacy will send notification of the first facilitated meeting to members of each region statewide (Appendix B). In addition to these invitations, each community is strongly encouraged to solicit participation from health care providers, educational services, religious organizations, judiciary, pretrial, probation, parole, tribes, other marginalized populations, and any other stakeholders who are essential to the success of the Crime Victim Service Center.

Pre-existing mechanisms for community planning, such as task forces or committees **may not** be used to plan for this application.

During the months of July and August, OCVA staff visited each region to provide an overview of VOCA funding to victims of general crimes. If you were unable to attend one of these meetings, a videotaped copy of the last presentation is available. Please contact the OCVA office at 1-800-822-1067 to get a copy of the recorded meeting.

II(B) Supplemental Participation and Open Meetings

Planning for the VOCA Grant application must be conducted by an open meeting process. OCVA has hired Technical Assistance for Community Services (TACS) to facilitate up to three (3) meetings for each of the thirteen (13) VOCA geographic regions. The strategies for each of these meetings follows.

Meeting I:

Focus of the meeting will be reviewing crime victim needs within the region (using info in the Strategic Plan for Crime Victim Services as base for discussion), inventorying existing resources, and identifying additional resources needed to address core requirements for a Crime Victim Service Center contract. The facilitator will review the goals, activities, and timeline for the process, including the role of the facilitator.

Once initial ground rules and meeting structure are clear, the facilitator will encourage participants to reflect on the needs and resources which have been identified, and encourage discussion of the key capacities which will be needed in a lead agency for that region. Next the facilitator will invite suggestions of options for lead agency and subcontract service providers.

Meeting 2:

The facilitator will present the options described in the discussion draft and ask the group whether there are other options which should be discussed in addition to those presented in the draft. The facilitator will encourage discussion of all the identified options, focusing on strengths and limitations of each option. The facilitator will test agreement with the proposed options and assist the group to modify the proposals until a preferred option emerges. The facilitator will test out the level of agreement with the preferred option. If there appears to be substantial support for a particular option, the facilitator will ask representatives of the proposed lead agency and subcontractors to agree to meet before Meeting 3 to work out details of their collaboration. The proposed lead agency will be asked to convene the meeting and take primary responsibility for preparing a description of the proposed collaborative plan to be discussed at Meeting 3.

Meeting 3:

The facilitator will provide opportunities for in-depth discussion of the proposed plan, assist with modifications if needed, and then test the level of agreement among participants. The facilitator will assist the group and lead agency with modifications to the proposal as needed. Final timeline for submission of the proposal to OCVA will be reviewed.

II(C). Minimum Required Participation

The application must include Sign-in Sheets from each VOCA Grant community meetings. Sign-in sheets will be provided at each meeting by the facilitator and given to the organization identified as the lead agency to submit with the application as **Attachment A**.

Each community is responsible for determining its own methods of decision making for this application. Purposeful exclusion of an individual or agency from the planning process may be viewed as grounds for rejection of a submitted application.

II(D). Memorandum of Agreement

Each VOCA region will draft a memorandum of agreement (MOA). This MOA must:

1. Identify each of the organizations, agencies, or individuals participating in the Crime Victim Service Center. Participation may be defined to include those receiving funds for service activities or those contributing parts of the required match.
2. Summarize the organizational structure for the Crime Victim Service Center in the region.

3. Detail the roles and responsibilities for each participating organization, agency, or individual.
4. Outline any resources outside of the VOCA funds to be contributed to the Crime Victim Service Center.
5. Include a signature from an individual at each organization or agency who is authorized to enter into a contract/agreement on behalf of the organization or agency. By signing the MOA, this individual witnesses that:
 - a. S/he agrees with the content and outline for the Crime Victim Service Center;
 - b. S/he has seen a copy of the proposed budget; and,
 - c. S/he commits to working to ensure the success of the Crime Victim Service Center in the respective VOCA region.

The Memorandum of Agreement will be included in the application as **Attachment B**.

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| II(E). Maximum Number of Applications Allowed per Region |
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Each geographical region can only submit one application. The application must include proposed activities for providing core services

to victims of crime through the establishment of a Crime Victim Service Center.

Competing applications will not be accepted.

In the event that those participating in the community planning meeting cannot agree on a strategy by the end of the third meeting, the following steps will be taken:

1. The facilitator will close the third meeting by re-stating the issues of dissention and scheduling a fourth meeting based on the availability of those participating in the third meeting;
2. The facilitator will contact the appropriate OCVA program coordinator who will organize OCVA staff members to attend a fourth and final community meeting;
3. At the fourth meeting, community members will present the conflicting proposals or issues;
4. OCVA staff in attendance will review the information, make a determination, and present its final decision at that fourth meeting.

III. Community Activities

III(A). Core VOCA Grant Activities

This application specifies the following core service areas for which, at a minimum, the Service Centers must support:

- **24-hour crisis intervention:** an immediately available 24-hour personal response provided in a variety of settings to an individual presenting a crisis related to a crime.
- **Legal advocacy:** acting on behalf of and in support of victims of crime to ensure their interests are represented and their rights upheld. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements.
- **Systems advocacy:** Improving service delivery and options provided by institutions, programs, criminal or civil legal systems, and other service providers through individual advocacy and coordination of such services for a

particular victim of crime. Furthermore, these services assist crime victims with managing practical problems created by the victimization; such as, acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for, and obtaining, compensation benefits; and helping to apply for public assistance.

- **Information and referral:** Responding 24-hours a day in person or by phone to direct requests for information and assistance related to a crime.

III(B). Eligible VOCA Grant Activities

Once a strategy has been decided for providing the core services, a Crime Victim Service Center may also develop any of the following activities into the regional services for victims of general crimes:

- **Medical advocacy:** Acting on behalf of and in support of victims of crime on a 24-hour basis to ensure that their interests are represented and their rights upheld within the medical setting.
- **Support groups:** Regular facilitated meetings of victims and/or secondary victims of crimes with a supportive and educational focus.

- **Community outreach** and outreach to victims of general crimes: Informing the community and increasing awareness and expertise about issues affecting victims of crime. VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums that are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and newspaper notices can be supported by VOCA funds.
- **Therapy:** A professional relationship within a theoretical framework that involves a specified helper gathering, systematizing, and evaluating information, and using techniques to address the effects of crime(s).

III(C). Ineligible VOCA Grant Activities

The following services, activities, and costs, although not exhaustive, cannot be supported with VOCA funding for victims of general crimes:

- **Lobbying and Administrative Advocacy.** VOCA funds cannot support victim legislation or administrative

reform, whether conducted directly or indirectly.

- **Perpetrator Rehabilitation and Counseling.** Subrecipients cannot use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.
- **Needs Assessments, Surveys, Evaluations, Studies.** VOCA program funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions to study and/or research particular crime victim issues.
- **Prosecution Activities.** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- **Fundraising Activities.**

- **Indirect Organizational Costs.** The costs of liability insurance on buildings; capital improvements; security guards and body guards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.
- **Property Loss.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
- **Most Medical Costs.** VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in the VOCA Program Guidelines is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and/or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from a victimization, except for forensic medical examinations for sexual assault victims. However, costs for forensic medical exams for sexual assault victims are not eligible through this VOCA application addressing services to victims of general crimes.
- **Relocation Expenses.** VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- **Administrative Staff Expenses.** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
- **Development of Protocols, Interagency Agreements, and Other Working Agreements.** These activities benefit crime victims, but they are considered examples of the types of activities that subrecipients undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA subrecipient.
- **Costs of Sending Individual Crime Victims to Conferences.**
- **Activities Exclusively Related to Crime Prevention.**

III(D). Specialized Focus – Services to Victims of General Crimes

Each community application will be required to identify and address existing responses and gaps in services to victims of general crimes. Community plans may identify and address priority areas or crimes of concern as they relate directly to local demographics and population. **Attachment C** is to be used for this section.

III(E). Specialized Focus – Accessible and Appropriate Services

Those agencies, organizations, or individuals participating in the Crime Victims Service Centers are required to provide or arrange for qualified interpretive and/or translation services to Limited English Speaking (LES)/Limited English Proficient (LEP) and/or hearing impaired/deaf persons pursuant to this Agreement, when interpreter services are necessary. **Attachment D** is to be used for this section.

III(F). Comprehensive Services in Each Area of the VOCA Region

The VOCA funding requires each Crime Victim Service Center to create a service plan that will work in all areas of the region—from the most urban to the most remote. Please outline how

your VOCA region will announce and support general crime victims. **Attachment E** is to be used for this section.

III(G). Use of Volunteers

Each Crime Victim Service Center must utilize volunteers. Please outline how your Crime Victim Service Center will utilize volunteers and attach as **Attachment F**. In addition, please be sure and complete the Volunteer Section of the VOCA Match Detail to capture the in-kind services of these volunteers.

III(H). Background Checks for Persons with Access to Victims

Those agencies providing direct services to victims of general crimes shall initiate criminal history background checks pursuant to RCW 43.43.832, 43.43.834, and 43.20A.710 for all employees, volunteers, subcontractors, and other persons who may have unsupervised access to children, developmentally disabled persons, or vulnerable adults. Such persons shall not have unsupervised access to children, developmentally disabled persons, or vulnerable adults until a satisfactory background check is completed and documentation qualifying the individual for unsupervised access is returned to the participating agency or organization. If a non-lead agency receives VOCA funds through

this application and provides direct services to children, developmentally disabled persons, or vulnerable adults, the non-lead agency will be responsible for providing background checks to the lead agency.

Funding

IV(A). Local Distribution

The amount of funds available per VOCA geographical region is listed as Appendix C.

IV(B). Start Date for Funding

Completed applications received by November 30, 2005, will be issued a contract with a beginning date of January 1, 2006. An automatic extension will be granted on or about September 1, 2006 and will end on September 30, 2007. Applications will be reviewed as received, and contracts will be developed after approval of the community application.

NO APPLICATIONS WILL BE ACCEPTED AFTER NOVEMBER 30, 2005 WITHOUT PRIOR WRITTEN APPROVAL OF THE VOCA PROGRAM MANGER.

Applications receiving approval for submission later than November 30, 2005 may have a contract start date after January 1, 2006.

IV(C). Non-Supplantation of Funds

The funds from the VOCA Grant must be used to supplement existing funds for program activities. They cannot replace (supplant) non-federal funds that have been appropriated for the purpose of providing services to victims of crime. The VOCA Grant funds must be used to expand or enhance a current program or service, or create a new program or service.

This non-supplantation requirement applies only to state and local public agencies; i.e., law enforcement, prosecution and governmental victim services agencies. It does not apply to nonprofit, non-governmental victim services programs.

Violation of the non-supplantation requirement can result in a range of penalties, including suspension of future funds under this grant, recoupment of monies provided under this grant, and civil and/or criminal penalties.

V. Local Grant Administration

V(A). Administrative Structure

OCVA will contract with only one agency within a region. This agency will serve as the lead agency. This agency will complete and submit **Attachment G**, Contracting Agency Information. To best accommodate the needs of each local community, this agency may deliver direct services or contract with other agencies to provide services. An example of this designation would be one agency in the region contracts with OCVA to administer the contract for all other agencies receiving VOCA funds. The lead administrative agency will enter into a Memorandum of Agreement (MOA) with the other agencies providing services in the region as described on page six of this application.

V(B). Responsibilities of Lead Administrative Agency

Before communities designate a lead administrative agency, we encourage you to review the structure of that agency to ensure its fiscal and managerial capacity. The management of contracts includes, but is not limited to, timely submittal of vouchers and reports, and negotiation of contracts and amendments, if appropriate.

The lead administrative agency will be responsible for all requests for reimbursements, subcontracting, establishment of proper accounting procedures and audit trail, provision of required reports and statistics. If the lead administrative agency administers funds for another agency or agencies, the lead administrative agency will be required to submit progress reports that combine the data from all non-lead agencies.

V(C). Responsibilities of Non-Lead Agency

An agency is designated as a non-lead agency if it receives VOCA funds and does not contract with OCVA.

The non-lead agency will be responsible for timely submittal of billing documentation and reporting to the lead administrative agency. The non-lead agency must assist the lead administrative agency in monitoring the activities for the VOCA Formula contract.

Each non-lead agency receiving funds from this VOCA grant will be required to enter into a memorandum of agreement with the lead administrative agency.

V(D). Administrative Costs

The VOCA Grant does not allow for a general “Administrative Costs” category at the local level. However, project related administrative costs can be funded as specific line items in the application budget. As shown below, rent (for space cost associated with project staff), staff salaries, supplies and other costs can be prorated and line itemized in the budget. Further explanation of these costs can be found in Appendix D.

Example:

Unacceptable

| | |
|-------------------------------------|---------|
| Administration or Indirect/Overhead | \$2,000 |
|-------------------------------------|---------|

Acceptable

| | |
|-------------------------|--------|
| 0.02 FTE Executive Dir. | \$ 800 |
| 0.02 FTE Accountant | \$ 300 |
| Fringe Benefits | \$ 200 |
| Goods and Services | |
| Postage | \$ 200 |
| Copying | \$ 500 |

The VOCA Grant does set limits on certain goods and services. Equipment costs may not exceed \$5,000 for any one item.

A-133 expenses are eligible audit costs for the lead agency if the lead agency receives \$500,000 or more in federal funds from all sources in the organization’s fiscal year. These costs may be included under Goods & Services. However,

the fee charged to the VOCA Grant must be equal to the VOCA Grant’s portion of total federal funding in the agency. The *total* cost of the A-133 Audit *may not* be charged solely to the VOCA Grant.

Please complete and submit the Budget Detail Worksheet, **Attachment G**, and the Budget Narrative, **Attachment H**.

VI. Budget Match

VI(A). Match Requirements

The VOCA Grant requires recipients to match the total fiscal year award. Because of this, each community plan will be required to provide a project match as indicated in Appendix D. Each community plan will be considered one project and the match is provided as part of your community project. The participating service providers must determine how the match will be met for your community plan. For example, the match may be shared equally between all partners or one agency may provide the entire match for your regional project. The agency or agencies providing the project match must complete and sign **Attachment I**.

VI(B). Categories of Match

Cash or in-kind services may be used as match. In-kind match includes: Donations of office supplies, workshop or classroom materials, expendable equipment, or workspace. In order for cash or in-kind services to be applied toward the match for this VOCA grant, the service must be an eligible VOCA activity or part of the requirements included in this application.

The monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor if the services they provide are an integral and necessary part of the funded project.

VI(C). Value of Match

The value placed on loaned or donated equipment may not exceed its fair rental value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market. Fringe benefits may be included in the valuation. Volunteer time may be valued at an hourly wage determined by the local community, but basis for wage must be documented. The value of donated space may not exceed the fair rental value of comparable space. All value assessments must be documented. Any value assessments that

appear unreasonably high or low will be open to review by the Office of Crime Victims Advocacy.

VII. Reporting Requirements

VII(A). Data Collection

Agencies receiving funds for direct services must report the numbers of persons served detailing the nature of victimization, number of persons seeking services who could not be served, and demographic information on a form to be provided by OCVA. It is anticipated that the data collection and reporting requirements will be submitted electronically through the OCVA Infonet collaborative project with the Department of Social and Health Services (DSHS). This electronic format is such that it will incorporate requirements for VOCA and the other DSHS and CTED victim service contracts.

VII(B). Confidentiality

Confidentiality of client-counselor and victim-advocate information must be kept in accordance to state and federal law.

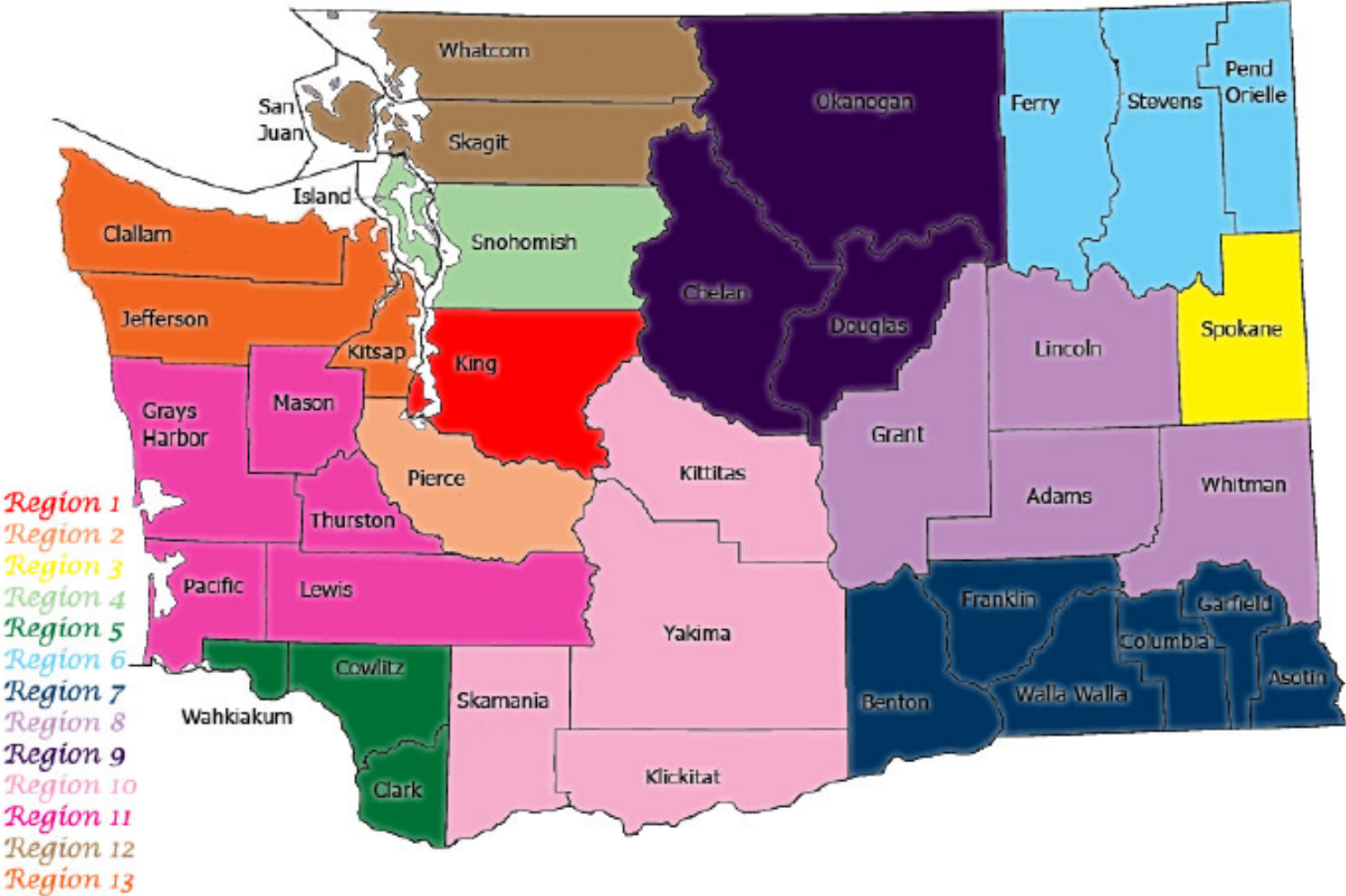
VII(C). Confidentiality of Information

Except as otherwise provided by federal law, no recipient of funds under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence for use for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding.

These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victim services programs receiving VOCA funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal, in effect, a state's existing law governing the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse.

See Pennhurst School and Hospital v. Halderman, et al., 451 US 1 (1981).

Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.



| First Facilitated VOCA Regional Meetings for Services to Victims of General Crimes | | | | | |
|--|---|-----------|-------------|---------------------|---|
| Date of Meeting | County(ies) | Region No | Time | Location of Meeting | Location Details |
| 13-Sep | Pierce | 2 | 9:00 - 1:00 | Tacoma | Tacoma Rhoades Center 950 Broadway Suite 100 Tacoma, WA 98402 |
| 14-Sep | Snohomish; Island | 4 | 1:00 – 5:00 | Everett | Everett Police Department South Precinct 112 S.E. Everett Mall Everett, WA 98208 |
| 15-Sep | Pacific; Lewis; Grays Harbor; Thurston; Mason | 11 | 1:00 – 5:00 | Montesano | Commissioners Office 100 West Broadway Montesano, WA 98563 |
| 15-Sep | Whatcom; Skagit; San Juan | 12 | 1:00 – 5:00 | Mt. Vernon | Skagit SA/DV 1521 Suite B Leigh Mt Vernon, WA 98273 |
| 16-Sep | Clark; Cowlitz; Wahkiakum | 5 | 1:00 – 5:00 | Longview | Lower Columbia Community Action Council 1526 Commerce Ave Longview, WA 98632 |
| 16-Sep | King | 1 | 1:00 – 5:00 | SeaTac | Valley View Library 17850 Military Rd. S. SeaTac, WA 98188 |
| 19-Sep | Clallam; Jefferson; Kitsap | 13 | 1:00 – 5:00 | Pt. Townsend | Fort Worden State Park Conference Center 200 Battery Way Building 204 Downstairs North Pt. Townsend, WA 98368 |
| 19-Sep | Benton; Franklin; Walla Walla; Columbia; Garfield; Asotin | 7 | 1:00 - 5:00 | Walla Walla | YWCA of Walla Walla 213 S. 1 st Walla Walla, WA 99362 |

| | | | | | |
|--------|---------------------------------------|----|-------------|-------------------|--|
| 20-Sep | Okanogan; Chelan; Douglas | 9 | 1:00 - 5:00 | Wenatchee | Chelan County Fire District 1 Station 11 206 Easy Street (North end of town Hwy 2 and Hwy 97 Interchange) Wenatchee, WA 98807 |
| 21-Sep | Skamania; Klickitat; Yakima; Kittitas | 10 | 1:00 – 5:00 | Yakima | Central Washington Comprehensive Mental Health 402 S. 4 th Avenue Auditorium Yakima, WA 98907 |
| 22-Sep | Grant; Lincoln; Adams; Whitman | 8 | 1:00 - 5:00 | Moses Lake | Moses Lake Fire Department 321 S. Balsam Moses Lake, WA 98837 |
| 23-Sep | Spokane | 3 | 9:00 – 1:00 | Spokane | SAFeT Response Center 210 W. Sprague Ave Spokane, WA 99201 |
| 23-Sep | Ferry; Stevens; Pend Orielle | 6 | 1:00 – 5:00 | Colville | Rural Resources Community Action 956 S. Main Colville, WA 99114-2533 |

VOCA Distribution Amounts

| Region | Total | Match |
|--|-----------|----------|
| Region One | \$235,639 | \$58,910 |
| King | | |
| Region Two | \$173,115 | \$43,279 |
| Pierce | | |
| Region Three | \$155,324 | \$38,831 |
| Spokane | | |
| Region Four | \$174,987 | \$43,747 |
| Snohomish and Island | | |
| Region Five | \$159,567 | \$39,892 |
| Wahkiakum, Cowlitz, and Clark | | |
| Region Six | \$156,931 | \$39,233 |
| Ferry, Stevers, and Pend Orielle | | |
| Region Seven | \$172,557 | \$43,139 |
| Benton, Franklin, Walla Wall, Columbia, Garfield, & Asotin | | |
| Region Eight | \$178,228 | \$44,557 |
| Grant, Lincoln, Adams, & Whitman | | |
| Region Nine | \$182,982 | \$45,746 |
| Okanogan, Chelan, & Douglas | | |
| Region Ten | \$192,472 | \$48,118 |
| Kittitas, Yakima, Klickitat, & Skamania | | |
| Region Eleven | \$183,678 | \$45,920 |
| Grays Harbor, Mason, Thurston, Pacific, & Lewis | | |
| Region Twelve | \$159,937 | \$39,984 |
| San Juan, Whatcom, & Skagit | | |
| Region Thirteen | \$161,545 | \$40,386 |
| Clallam, Jefferson, & Kitsap | | |

Allowable Costs and Services. The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided.

The following list provides examples of such items:

- **Costs Necessary and Essential to Providing Direct Services.** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers.
- **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits, including malpractice insurance; the cost of advertising to recruit VOCA-funded personnel; and the cost of training paid and volunteer staff.
- **Skills Training for Staff.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.
- **VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.**
- **Training Materials.** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within the VOCA-funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the subrecipient's staff.

- **Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. This limitation encourages state grantees and subrecipients to first look for available training within their immediate geographical area, as travel costs will be minimal. However, when needed training is unavailable within the immediate geographical area, state grantees may authorize using VOCA funds to support training outside of the geographical area. For example, VOCA grantees may benefit by attending national conferences that offer skills building training workshops for victim assistance providers.
- **Equipment.** VOCA funds may be used to purchase equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA subrecipient. VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, subrecipients cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include beepers; typewriters and word processors; video-tape cameras and players for interviewing children; two-way mirrors; and equipment and furniture for shelters, work spaces, victim waiting rooms, and children's play areas.
- **The costs of furniture, equipment such as Braille equipment or TTY/TTD machines for the deaf, or minor building alterations/improvements that make victims services more accessible to persons with disabilities are allowable.** Refer to the [OJP Financial Guide](#), effective edition, before these types of decisions are made.
- **Contracts for Professional Services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA subrecipients to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency custody/visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); forensic examinations on a sexual assault victim to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

- Subrecipients are prohibited from using a majority of VOCA funds for contracted services, which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.
- Operating Costs. Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the prorated share of audit costs.
- Supervision of Direct Service Providers. State grantees may provide VOCA funds for supervision of direct service providers when they determine that such supervision is necessary and essential to providing direct services to crime victims. For example, a state grantee may determine that using VOCA funds to support a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.
- Repair and/or Replacement of Essential Items. VOCA funds may be used for repair or replacement of items that contribute to maintaining a healthy and/or safe environment for crime victims, such as a furnace in a shelter. In the event that a vehicle is purchased with VOCA funds, related items, such as routine maintenance and repair costs, and automobile insurance are allowable. State grantees are cautioned to scrutinize each request for expending VOCA funds for such purposes to ensure the following: (1) that the building or vehicle is owned by the subrecipient organization and not rented or leased, (2) all other sources of funding have been exhausted, (3) there is no available option for providing the service in another location, (4) that the cost of the repair or replacement is reasonable considering the value of the building or vehicle, and (5) the cost of the repair or replacement is prorated among all sources of income.

COVER SHEET

OFFICE OF CRIME VICTIMS ADVOCACY

DEPARTMENT OF COMMUNITY, TRADE, AND ECONOMIC DEVELOPMENT

906 Columbia Street SW Post Office Box 48304 Olympia, Washington 98504-8304

1-800-822-1067 toll free 1-360-586-7176 fax ocva@cted.wa.gov

2005 VOCA Grant Applications for Crime Victim Service Centers

1. Contractor Agency Information

Agency name:

Address:

City/Zip Code:

Phone number:

Fax number:

E-mail:

Federal Tax ID#:

Agency fiscal year:

2. Award Amount

Amount will automatically sum

0.00

3. Contact Person

Name:

Title/Position:

Phone number:

E-mail:

4. VOCA Geographic Region

5. VOCA Match

Amounts will automatically sum

Minimum Match Required

0.00

Total Value of Match

0.00

6. Project Budget Summary

Salaries:

0.00

Benefits:

0.00

Contracted services:

0.00

Goods and services:

0.00

Amount will automatically sum

TOTAL

0.00

7. Declaration

By signing below, the authorized representative of the contracting agency acknowledges application for VOCA funding and eligible activities.

Signature

Date

Typed name and title of authorized individual

VOCA Community Planning Meeting

| Name | Agency | Address | Email |
|------|--------|---------|-------|
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Attach Memorandum of Agreement

What are your current community responses, collaborations, gaps, and proposed projects to enhance services to victims of general crimes? Please use the following worksheet to identify strategies to use when creating the Crime Victim Service Center.

| | GENERAL CRIME VICTIMS |
|---|-----------------------|
| EXISTING GAP(S) | |
| EXISTING OBSTACLES | |
| CURRENT RESPONSE | |
| EXISTING COLLABORATIONS AND/OR MULTI- DISCIPLINARY TEAMS | |
| PROPOSED PROJECTS TO ENHANCE SERVICES AND/OR RESPONSE | |
| PROPOSED COLLABORATIVE AND/OR MULTI-DISCIPLINARY EFFORTS | |

Accessible and Appropriate Services

Use the following space to outline how you will arrange for qualified interpretive and/or translation services to Limited English Speaking, Limited English Proficient, and/or hearing impaired/deaf persons throughout the VOCA geographic region.

Comprehensive Services In All Areas of the VOCA Region

Use the following space to outline the strategies for serving victims in the most urban and remote areas of the VOCA geographic region.

Volunteers

Use the following space to outline how your Crime Victim Service Center will utilize volunteers.

PROGRAM BUDGET

The applicant must provide a budget with detailed justification for all costs, including a basis for computation of these costs. The program budget must be complete, reasonable, and cost-effective in relation to the proposed program. **This section should include the (1) Budget Detail Worksheet and the (2) Match Worksheet.** It is important that instructions on each section are strictly followed. THE TOTALS OF EACH SECTION WILL AUTOMATICALLY SUM AND TRANSFER TO THE CONTRACT COVER SHEET

1. BUDGET DETAIL WORKSHEET

A. Personnel - (1) List each employee by name (*if available*); **(2)** the total hours this employee provides to your agency (**ex: the employee listed provides 2080 hours to the agency although the VOCA request may only be funding 1560 of the 2080 hours**); the position or title; **(4)** indicate the number of hours the employee will spend on this project (**VOCA-funded hours**); and **(5)** indicate an hourly rate of reimbursement. Include only individuals assigned to the program whose salaries are paid with VOCA victim assistance monies. **PLEASE DO NOT LIST ANY MATCH AMOUNTS IN THIS SECTION. NOTE: Each agency will be required to keep detailed documentation of VOCA Personnel & Fringe Benefit expenditures (i.e. time-sheets, check stubs, activity logs, etc.).**

| Name (if not yet hired, list "New") | Agency Hours | Position/Title | VOCA Hours | Hourly Rate | TOTAL SALARY |
|-------------------------------------|--------------|----------------|------------|-------------|--------------|
| | | | | | - |
| | | | | | - |
| | | | | | - |
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| | | | | | - |
| | | | | | - |

TOTAL VOCA FUNDED HOURS: 0.00

TOTAL PERSONNEL: \$ -

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are only for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. **(1)** Indicate personnel name and/or position; **(2)** include all applicable benefit categories VOCA will fund. Please abbreviate each category (**FIC**=FICA; **MED**=medicare; **INS** = insurance; **LNI**=unemployment; **RIT**=retirement; **OTH**=all other); **(3)** List the total salary (**not to exceed amounts in category A**); and **(4)** the total fringe benefit percentage. **PLEASE BE SURE TO INCLUDE THE PERCENTAGE SIGN (ex: 30%).** This table will calculate and sum the total benefit for each position listed. **PLEASE DO NOT LIST ANY MATCH AMOUNTS IN THIS SECTION.**

| Name or Position | List Benefit Type | Total Salary | Benefit Percent | BENEFIT COST |
|------------------|-------------------|--------------|-----------------|--------------|
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
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| | | | | - |
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TOTAL BENEFIT COST: \$ -

Attachment G

C. Contracted Services - (1) Specify the type of consultant services or contracts needed; (2) list the total amount of hours dedicated to the project; and (3) indicate the rate of reimbursement. **The maximum reimbursement amount for contract fees is \$56.25 per hour or \$450 per eight hour work day. PLEASE DO NOT INCLUDE ANY MATCH AMOUNTS IN THIS SECTION.**

| Type of Consultant Services or Contracts | Total Hours | Rate | CONTRACTED FEES |
|--|-------------|------|-----------------|
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |

TOTAL CONTRACT SERVICES COST: \$ -

D. Equipment - List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than 1 year and an acquisition cost of \$1,000 or more per unit. **Remember, if the equipment is used for other programs, the acquisition cost must be shared with those programs (example: acquisition cost x 60% VOCA usage).** (1) List the equipment to be purchased; (2) list the VOCA Use Percentage; (3) indicate the quantity; and (4) indicate the unit price. **PLEASE INCLUDE THE PERCENTAGE SIGN IN THE VOCA USE CATEGORY (example: 60%). PLEASE DO NOT INCLUDE ANY MATCH AMOUNTS IN THIS SECTION.**

| Item | VOCA Percentage | Quantity | Unit Price | EQUIPMENT COST |
|------|-----------------|----------|------------|----------------|
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
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TOTAL EQUIPMENT COSTS: \$ -

E. Travel - include: (1) the travel destination and purpose; (2) the anticipated miles to be traveled; and (3) the per-mile reimbursement rate (*Not to exceed \$0.405/mile*). **PLEASE DO NOT INCLUDE ANY MATCH AMOUNTS IN THIS SECTION.**

| Travel Destination/Purpose | Total Miles | Per-Mile Rate | TRAVEL COST |
|----------------------------|-------------|---------------|-------------|
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
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TOTAL TRAVEL COST: \$ -

Attachment G

F. Training - include: **(1)** the **name** of conference (*if available*) and **category** (hotel, flight, per diem, cab, registration., etc.); **(2)** number of **people** attending (list as "1" person if: sharing rooms/cabs/etc. or costs are combined); **(3)** the number of anticipated **days** (list as "1" for registration, cab, flight and any cost where the number of days are not a factor); and **(4)** the rate of hotel, registration, per diem, flight and any other associated training costs (**PLEASE SEPARATE EACH COST**). **NOTE: Subgrantees are required to keep accurate documentation (i.e. receipts, agendas, etc.). PLEASE DO NOT INCLUDED ANY MATCH AMOUNTS IN THIS SECTION.**

| Conference Name & Category <i>Hotel/Registration/Flight/Cab/ Per Diem/etc.</i> | Number of People Attending <i>If sharing rooms, cab, etc., list as "1" person.</i> | Number of Days <i>Enter "1" for Registration, Cab, & Flight</i> | Rate: <i>Hotel/ Registration/ Per Diem/ Flight/etc.</i> | TRAINING COST |
|--|--|--|---|---------------|
| EX NOVA Conf - Hotel | 2.00 | 3.00 | \$ 65.00 | \$ 390.00 |
| EX NOVA Conf - Per Diem | 2.00 | 3.00 | \$ 26.00 | \$ 156.00 |
| EX NOVA Conf - Registration | 2.00 | 1.00 | \$ 75.00 | \$ 150.00 |
| | | | | - |
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| | | | | - |
| | | | | - |
| | | | | - |
| TOTAL TRAINING COST: | | | | \$ - |

G. Supplies - **(1)** List items within this category by major type (*i.e.* office supplies, telephones, utilities, postage, etc.). Generally, supplies include materials that are expendable or consumed during the course of the project. Large items should be separately listed and identified. **(2)** List the quantity of the item (if quantity item is unknown or difficult to determine, give best estimation); and **(3)** list the unit price. **PLEASE DO NOT INCLUDE ANY MATCH AMOUNTS IN THIS SECTION.**

| Item & Description | Quantity | Unit Price | SUPPLIES COST |
|----------------------|----------|------------|---------------|
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| | | | - |
| TOTAL SUPPLIES COST: | | | \$ - |

Attachment G

H. Other - Other funds are those monies that are allocated to assist victims of crime for emergency purposes (petty cash funds) pro-rated rent rates, and miscellaneous items. (1) List the item and brief description; (2) list the quantity of the item; and (3) list the unit price. PLEASE DO NOT INCLUDE ANY MATCH AMOUNTS IN THIS SECTION.

| Item & Description | | Quantity | Unit Price | OTHER COST |
|--------------------|--|----------|------------|------------|
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| | | | | - |
| TOTAL OTHER COST: | | | | \$ - |

TOTAL GRANT COST: \$ -

Budget Narrative

SALARIES

Please use the space provided to list activities associated with all positions to be paid with VOCA funds.

BENEFITS

Narrative not required for benefits section.

CONTRACTED SERVICES

Provide a description of the services that will be performed outside of your agency, such as trainers and speakers.

GOODS AND SERVICES

Please list activities associated with: equipment, travel, training, supplies, and other budget items.

PROGRAM MATCH

A program with a record of providing effective services is required to provide 20 percent of the total program costs with non-VOCA and non-Federal funds. The program match must be complete, reasonable, and cost-effective in relation to the proposed program. This match may include volunteer in-kind contributions. **REMEMBER: In-kind is a match associated with donating (ex: received a computer through donation). Cash is a match associated with an exchange of money (ex: purchased a computer for the program).** The totals of each section will be automatically summed and transferred to the Contract Cover Sheet.

2. MATCH WORKSHEET

A. Salaries Match - (1) List source of match; **(2)** List each employee by name *(if available)* and position. **Please include every match hour and employee who provides services to the VOCA project. Include the hourly rate for positions you will use as a VOCA contract match;** **(3)** indicate the number of hours used in calculating the cash match for this project; and **(4)** indicate the hourly rate of reimbursement. Matching funds include any individuals assigned to the program whose salaries are NOT paid with federal monies. **THIS IS A CASH MATCH SECTION. NOTE: If personnel services are donated to the project, involving no cash exchange for services (in-kind match), the amounts should be listed under the Volunteer category of the Budget Detail Worksheet for both personnel and fringe benefit categories.**

| Name | | Position | Total Hours | Hourly Rate | TOTAL SALARY |
|------|--|----------|-------------|-------------|--------------|
| 1 | | | | | - |
| 2 | | | | | - |
| 3 | | | | | - |
| 4 | | | | | - |
| 5 | | | | | - |

TOTAL VOCA MATCH HOURS: 0

TOTAL SALARIES CASH MATCH: \$ -

B. Benefits Match - Benefits should be based on actual known costs or an established formula. Benefits are for personnel listed in the match budget category (A) and only for the percentage of time devoted to the project. **(1)** Indicate personnel name and/or position; **(2)** the total salary (not to exceed amounts in match category A); and **(3)** the match benefit percentage. PLEASE BE SURE TO INCLUDE THE PERCENTAGE SIGN (example: 30%). This table will calculate the total match benefit automatically for each position listed. **THIS IS A CASH MATCH SECTION.**

| Name/Position | Total Salary | Benefit Percent | BENEFIT COST |
|---------------|--------------|-----------------|--------------|
| 1 | | | - |
| 2 | | | - |
| 3 | | | - |
| 4 | | | - |
| 5 | | | - |

TOTAL FRINGE BENEFIT CASH MATCH: \$ -

C. Volunteers - A volunteer is one who provides direct services for your program without receiving compensation. **VOCA requires each agency to maintain and report volunteer services (keep accurate time-sheets, logs, etc.).** **(1)** List each volunteer position by title and provide the number of volunteers for each position *(if applicable)*; **(2)** Indicate the number of hours to be spent on this program; and **(3)** list the rate at which the volunteer position is valued. The total volunteer match will calculate and sum automatically. **Include all volunteers assigned to the program whose volunteer time supports VOCA-funded activities. THIS IS AN IN-KIND MATCH SECTION**

| Position | Duties | Total Hours | Hourly Rate | VOLUNTEER Value |
|----------|--------|-------------|-------------|-----------------|
| 1 | | | | - |
| 2 | | | | - |
| 3 | | | | - |
| 4 | | | | - |
| 5 | | | | - |
| 6 | | | | - |
| 7 | | | | - |
| 8 | | | | - |
| 9 | | | | - |
| 10 | | | | - |

TOTAL VOCA VOLUNTEER HOURS: -

TOTAL VOLUNTEER VALUE: \$ -

D. Contracted Services Match- (1) List source of match; (2) Specify the type of consultant services or contracts needed; (3) list the total amount of match hours dedicated to the project; and (4) indicate the hourly rate of match. The maximum reimbursement amount for contract fees is \$56.25 per hour or \$450 per eight hour work day. **THIS IS A CASH MATCH SECTION.**

List Source(s) of Match (ex: United Way, County, etc.):

| Type of Consultant Services or Contracts | Total Hours | Rate | CONTRACTED FEES |
|--|-------------|------|-----------------|
| 1 | | | - |
| 2 | | | - |
| 3 | | | - |
| 4 | | | - |
| TOTAL CONTRACTED SERVICES CASH MATCH: | | | \$ - |

THIS IS AN IN-KIND MATCH SECTION.

| Type of Consultant Services or Contracts | Total Hours | Rate | CONTRACTED FEES |
|--|-------------|------|-----------------|
| 1 | | | - |
| 2 | | | - |
| 3 | | | - |
| 4 | | | - |
| TOTAL CONTRACTED SERVICES IN-KIND MATCH: | | | \$ - |

E. Equipment - List nonexpendable items that have been donated for program use. Nonexpendable equipment is tangible property having a useful life of more than 1 year and an acquisition cost of \$1,000 or more per unit. Remember, if the equipment is used for other programs, the match amount must be shared with those programs (example: match amount x 60% VOCA usage).

PLEASE INCLUDE THE PERCENTAGE SIGN IN THE VOCA USE CATEGORY (example: 60 %). (1) List source of match; (2) List VOCA use percentage; (3) indicate the quantity of equipment; and (4) indicate the unit price. **THIS IS A CASH MATCH SECTION.**

List Source(s) of Match (ex: United Way, County, etc.):

| Item | VOCA | Use Percentage | Quantity | Unit Price | EQUIPMENT COST |
|-----------------------------|------|----------------|----------|------------|----------------|
| 1 | | | | | - |
| 2 | | | | | - |
| 3 | | | | | - |
| 4 | | | | | - |
| 5 | | | | | - |
| TOTAL EQUIPMENT CASH MATCH: | | | | | \$ - |

THIS IS AN IN-KIND MATCH SECTION.

| Item | VOCA | Use Percentage | Quantity | Unit Price | EQUIPMENT COST |
|--------------------------------|------|----------------|----------|------------|----------------|
| 1 | | | | | - |
| 2 | | | | | - |
| 3 | | | | | - |
| 4 | | | | | - |
| 5 | | | | | - |
| TOTAL EQUIPMENT IN-KIND MATCH: | | | | | \$ - |

F. Travel/Training Match - For travel match include: (1) Source of match; (2) the travel destination; (3) the anticipated miles to be traveled; and (4) the per-mile match rate (not to exceed \$0.375 per mile). **THIS IS A CASH MATCH SECTION.**

List Source(s) of Match (ex: United Way, County, etc.):

| Travel Destination & Purpose | Total Miles | Per-Mile Rate | TRAVEL COST |
|------------------------------|-------------|---------------|-------------|
| 1 | | | - |
| 2 | | | - |
| 3 | | | - |
| 4 | | | - |
| TOTAL TRAVEL CASH MATCH: | | | \$ - |

THIS IS AN IN-KIND MATCH SECTION.

| Travel Destination & Purpose | Total Miles | Per-Mile Rate | TRAVEL COST |
|------------------------------|-------------|---------------|-------------|
| 1 | | | - |
| 2 | | | - |
| 3 | | | - |
| 4 | | | - |
| TOTAL TRAVEL IN-KIND MATCH: | | | \$ - |

Training Match - For training match include: (1) the name of the conference and category (*ex: Hotel, Registration, etc.*); (2) the number of people attending; (3) the number of anticipated days; and (4) the rate of hotel, registration, per diem, flight, etc.. (PLEASE SEPARATE EACH COST). **THIS IS A CASH MATCH SECTION.**

| Conference Name & Category <i>Hotel/Registration/Flight/Cab/ Per Diem/etc. (ex: NOVA - Hotel)</i> | | Number of People Attending <i>If sharing rooms, cab, etc., list as "1" person.</i> | Number of Days <i>Enter "1" for Registration, Cab, & Flight</i> | RATE: <i>Hotel/ Registration/ Per Diem/ Flight/etc.</i> | TRAINING COST |
|---|--|--|--|---|---------------|
| 1 | | | | | - |
| 2 | | | | | - |
| 3 | | | | | - |
| 4 | | | | | - |
| 5 | | | | | - |
| 6 | | | | | - |
| TOTAL TRAINING CASH MATCH: | | | | | \$ - |

THIS IS AN IN-KIND MATCH SECTION.

| Conference Name & Category <i>Hotel/Registration/Flight/Cab/ Per Diem/etc. (ex: NOVA - Hotel)</i> | | Number of People Attending <i>If sharing rooms, cab, etc., list as "1" person.</i> | Number of Days <i>Enter "1" for Registration, Cab, & Flight</i> | RATE: <i>Hotel/ Registration/ Per Diem/ Flight/etc.</i> | TRAINING COST |
|---|--|--|--|---|---------------|
| 1 | | | | | - |
| 2 | | | | | - |
| 3 | | | | | - |
| 4 | | | | | - |
| 5 | | | | | - |
| 6 | | | | | - |
| TOTAL TRAINING IN-KIND MATCH: | | | | | \$ - |

G. Supplies Match - (1) List source of match; (2) List items within this category by major type (i.e. office supplies, telephones, utilities, postage, etc.). Generally, supplies include materials that are expendable or consumed during the course of the project. Large items should be separately listed and identified. (3) List the quantity of the item; and (4) list the unit price. **THIS IS A CASH MATCH SECTION.**

| List Source(s) of Match (ex: United Way, County, etc.): | | | |
|---|----------|------------|---------------|
| Item | Quantity | Unit Price | SUPPLIES COST |
| 1 | | | - |
| 2 | | | - |
| 3 | | | - |
| 4 | | | - |
| 5 | | | - |
| TOTAL SUPPLIES CASH MATCH: | | | \$ - |

THIS IS AN IN-KIND MATCH SECTION.

| Item | Quantity | Unit Price | SUPPLIES COST |
|--------------------------------------|----------|------------|---------------|
| 1 | | | - |
| 2 | | | - |
| 3 | | | - |
| 4 | | | - |
| 5 | | | - |
| TOTAL SUPPLIES IN-KIND MATCH: | | | \$ - |

H. Other Match - Other funds are those match monies that are allocated to assist victims of crime for emergency purposes (**ex:** petty cash) and miscellaneous items. **(1)** List source of match; **(2)** List the item(s); **(3)** list the quantity of the item(s); and **(4)** list the unit price. **THIS IS A CASH MATCH SECTION.**

List Source(s) of Match (ex: United Way, County, etc.):

| Item | Quantity | Unit Price | OTHER COST |
|--------------------------------|----------|------------|-------------|
| 1 | | | - |
| 2 | | | - |
| 3 | | | - |
| TOTAL OTHER CASH MATCH: | | | \$ - |

THIS IS AN IN-KIND MATCH SECTION.

| Item | Quantity | Unit Price | OTHER COST |
|-----------------------------------|----------|------------|-------------|
| 1 | | | - |
| 2 | | | - |
| 3 | | | - |
| TOTAL OTHER IN-KIND MATCH: | | | \$ - |

TOTAL CASH MATCH: \$ -

TOTAL IN-KIND MATCH: \$ -

TOTAL CASH & IN-KIND MATCH: \$ -

SIGNATURES

Each VOCA region is required to provide a project match as indicated in Appendix A. Each community plan will be considered one project and the match is provided as part of your community project. The participating agencies must determine how the match will be met for your VOCA region. The agency or agencies providing the project match must complete and sign the attachment.

Those who have signed below certify that they will provide the non-federal match of the application as indicated above.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____

Assurances

The Applicant hereby assures and certifies compliance with all federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars NO. A-21, A-87, A-110, A-122, A-133; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements – 28 CFR, Part 66, Common rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970, (P.L. 91-646), which provides for fair and equitable treatment of persons displaced as a result of Federal and federally – assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller-General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976, Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 115693, and the Archeological and Historic Preservation Act of 1966 (16 USC 569 a-1 et. seq) by (a) consulting with the State Historical Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Inter-governmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E and G; and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39.
14. In the event of a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resource Act (P.L.97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resource System.

Signature

Date

This assurance is effective through September 30, 2007 unless changes occur, at such time written notification must be provided to OCVA within thirty days.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(B) of this certification; and
- d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620--

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- b) Establishing an on-going drug-free awareness program to inform employees about--
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;

2. Debarment, Suspension, and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 -

A. The applicant certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

3) Any available drug counseling, rehabilitation, and employee assistance program; and

4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

1) Abide by the terms of the statement; and

2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such

e) Notifying the agency, in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code):

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

Drug-Free Workplace
(Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620--

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within ten calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: _____

2. Application Number and/or Project Name: _____

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative: _____

5. Signature _____

6. Date

This certification is effective through September 30, 2007 unless changes occur, at such time written notification must be provided to OCVA within thirty days.

Equal Employment Opportunity Plan (EEOP)

Recipient Name and Address:

Grant Title: **Victims of Crime Act (VOCA)**

Grant Number: _____

Grant Award Amount _____

Contact Person Name/Title: _____

Phone Number: _____

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 CFR Sections 42.301-.308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement must complete Section B below. A recipient should complete either Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant.

Please send the completed form to:

Grace Call, Program Coordinator
Office of Crime Victims Advocacy
PO Box 48304, Olympia, WA 98504-8304

Section A – Declaration of Claiming Complete Exemption from the EEOP Requirement. Please check all boxes that apply.

- | | | |
|--|---|--|
| <input type="checkbox"/> Recipient has less than 50 employees | <input type="checkbox"/> Recipient is an Indian Tribe | <input type="checkbox"/> Recipient is a non-profit organization |
| <input type="checkbox"/> Recipient is an educational institution | <input type="checkbox"/> Recipient is a medical institution | <input type="checkbox"/> Recipient's award is less than \$25,000 |

I, _____ [responsible official], certify that _____
[recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 CFR Sections 42.302. I further certify that _____ [recipient] will comply with the applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

| | | |
|------------------------------|-----------|------|
| | | |
| Print or type Name and Title | Signature | Date |

Section B – Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying that an EEOP is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP for review as long as it certifies the following (42 CFR Section 42.305):

I, _____ [responsible official], certify that _____
[recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR Section 42.301, et. seq., subpart E. I further certify that the EEOP has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in the office of _____ [organization], at _____ [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, as required by relevant laws and regulations.

| | | |
|------------------------------|-----------|------|
| | | |
| Print or type Name and Title | Signature | Date |

National Historic Preservation Agreement

Recipient Name and Address:

Grant Title: **Victims of Crime Act (VOCA)**

Grant Number: _____

Grant Award Amount _____

Contact Person Name/Title: _____

Phone Number: _____

I understand that prior to the use of any VOCA grant funds to renovate, alter, or otherwise improve the exterior or interior of a building, applicants for federal funds must establish identification, recordkeeping, reporting, consultation, and decision-making processes within their programs or procedures for administering grant funds. We further understand that proposed renovation work, as it relates to the National Historic Preservation Act, includes work not specifically funded with the VOCA grant funds but funded by the applicant or any third party as a prerequisite to accommodate the proposed use of grant funds. We agree to contact the Office of Crime Victims Advocacy for additional implementation guidance before deciding on any renovation work for which we are unsure of the application of this condition.

Please send the completed form to:

Grace Call, Program Coordinator
Office of Crime Victims Advocacy
PO Box 48304, Olympia, WA 98504-8304

| | | |
|------------------------------|-----------|------|
| | | |
| Print or type Name and Title | Signature | Date |

CHECKLIST FOR FFY 2005 VOCA GRANT APPLICATION

Once you have completed the **COVER SHEET**, your application should be complete if you have done the following:

- ☐ Include the sign-in sheets from each of the regional meetings as **Attachment A**.
- ☐ Include signed Memorandums of Agreement from all organizations, agencies, or individuals participating in the Crime Victim Service Center, **Attachment B**.
- ☐ Complete Specialized Focus: Services to Victims of General Crimes, **Attachment C**.
- ☐ Complete Specialized Focus: Accessible and Appropriate Services, **Attachment D**.
- ☐ Complete Comprehensive Services in Each Area of the VOCA Region, **Attachment E**.
- ☐ Include outline describing how volunteers will be used to support services at the Crime Victim Service Center and attach as **Attachment F**.
- ☐ The lead agency should submit one completed Budget Detail Worksheet, **Attachment G**, that includes expenses or subcontracts as outlined in the Memorandum of Agreement (MOA).
- ☐ Budget Detail Narrative, **Attachment H**.
- ☐ Complete the Match Worksheet, **Attachment I**.
- ☐ Read and sign the Assurances form, **Attachment J**. All agencies receiving funds must sign this form.
- ☐ Read and sign the Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters, **Attachment K**. All agencies receiving funds must complete this attachment.
- ☐ The lead agency must read, complete, and sign the Equal Employment and Opportunity Plan, **Attachment L**.
- ☐ The lead agency must read, complete, and sign the Historic Preservation Agreement, **Attachment M**.
- ☐ Please review, mark, and submit the Checklist for FFY 2005 VOCA Grant Application with your application to verify it is complete, **Attachment N**.